

CITY OF MILPITAS

EFFECTIVE: August 2003
EEOC: Professional
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 1

Assistant City Engineer

Definition

The Assistant City Engineer (ACE) is responsible for the City's and the Redevelopment Agency's Capital Improvement Program (CIP) and the Design & Construction Engineering Section. Under general direction, plans, organizes, manages, and implements project development and construction management activities in the engineering division; assists the City Engineer in the administration of the engineering division. In the absence of the City Engineer oversees the administration of all division programs.

Supervision Received and Exercised

Receives direction from the City Engineer. Exercises direct supervision over professional, technical, and clerical staff including Civil Engineers, Public Works Inspectors, land surveyors, Analysts, and other project managers.

Typical Tasks and Essential Functions

Duties may include, but are not limited to, the following:

Develop a unified City and Redevelopment Agency Capital Improvement Program (CIP) each year listing next year priorities and a 5-year projection plan, along with anticipated costs and revenues to support the program.

Update the capital improvement program regularly and report quarterly; individual highest priority projects shall be reported on a more frequent basis.

Conducting Requests For Proposals to engage qualified consultants in contracts, and administering contracts, preliminary design, design, cost-estimating, scheduling, bidding and constructing, and reporting on all Capital Improvement Program projects.

Work closely with the department or section that will use or maintain the improvements to provide start-up, and operational assistance through the first year after acceptance of the project.

Manage the implementation of the City Council Agency approved CIP.

Prioritize and direct the work of the CIP and ensure quality, timeliness of schedule and appropriate cost control measures.

Work closely with the City Engineer and the Capital Improvements Project Manager to coordinate all CIP work.

Assist in the development and application of departmental policy, following general guidelines or professional and administrative standards in accomplishing assignments.

Perform project management of design and construction of the special projects.

Interpret and apply relevant codes, ordinances, rules, and regulations.

Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.

Prepare and/or review improvement agreements.

Administer and/or oversee the administration of contracts; review and approve all payments and billing for contracted services.

Review work with and present to the City Council, various Commissions, and City management showing alternative courses and making recommendations for policy decision.

Conduct Requests For Proposals to engage qualified consultants in contracts, and administering contracts, preliminary design, design, cost-estimating, scheduling, bidding and constructing, and reporting on all RDA Capital Improvement Program projects.

Oversee land and easement acquisition activities, and development and administration of assessment districts.

Coordinate activities with other departments and divisions as appropriate.

Serve as staff to a variety of City and outside commissions, boards and committees as assigned.

Review and sign engineering drawings.

Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.

Perform field investigations, construction site field reviews, and inspections.

Progress reports shall be prepared and presented in both written and verbal format to the Council, City Manager and others and include updates on scheduling, budgeting, and issue resolution alternatives.

Hire, train, supervise, and evaluate employees.

Coordinate work with other departments or sections.

Perform other related duties as assigned

Minimum Educational Qualifications

A Bachelor's Degree from an accredited college or university in Civil Engineering.

License Requirements

The following licenses must be held at the time of appointment, or obtained within nine (9) months of appointment, and maintained throughout employment--registration as a Professional Civil Engineer in the State of California; and a valid California Drivers License.

Experience Qualifications

A minimum of 6 years of significant and progressive Civil engineering experience, and three (3) years of this experience shall include supervision of professional engineers. Experience should include acting as the lead in the successful completion of several major capital improvement projects, including buildings, bridges, roadways, parks, utilities and related municipal improvements.

Knowledge, Skills, and Abilities:

Principles and practices of engineering as applied to new development and municipal public works.

Practical knowledge and experience using computer programs such as spreadsheets, graphics presentation, CPM scheduling, and word processing.

Applicable laws and regulatory codes related to development and construction.

Methods and techniques used in the design and construction of a variety of public works projects.

Principles of organization, administration, budget, and personnel management.

Ability to:

Interpret and apply applicable codes, ordinances, rules, and regulations related to development and construction. Interpret, review, and analyze development proposal, plans, and specifications.

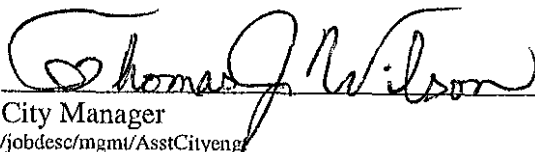
Perform professional and technical support services relative to assigned area of responsibility. Communicate effectively orally, and possess excellent writing skills.

Establish and maintain harmonious and effective work relationships with developers, contractors, engineers, City staff, and the general public.

Supervise, train and evaluate assigned staff.

Special Physical Requirements

Work is performed primarily in an office environment and at construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily.



City Manager
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